

BUSINESS ACCOUNTING

Basic Bookkeeping

Learn the 1, 2, 3s of bookkeeping! Students will gain a basic understanding of reports such as balance statements and profit and loss (income) statements. The course will also cover reconciliations, assets, liabilities, cost of goods, expenses, journal entries and payroll issues. Be prepared to take notes. Linda Hight is a full-charge bookkeeper with more than 20 years of accounting and office experience. (2 meetings)

April 24-May 1 SAT 9 am-1 pm Cost/\$41